

CAREER OPPORTUNITIES WITH CIVIL SERVICE

ROME CIVIL SERVICE

ANNOUNCES

OPEN COMPETITIVE EXAMINATION

for

**TYPIST #D5213
(SCHOOL DISTRICT)**

ROME, NEW YORK 13440

Exam Date: June 15, 2013

Last Filing Date: May 22, 2013

2012-1013 Range: School: \$18,514 to \$25,019 per year

APPLICATION AND FEE:

A FIFTEEN dollars (\$15.00) non-refundable fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment must be made by **check or money order**, payable to Rome Civil Service Commission. Please write both your name and number of the exam on the check or money order. **NO CASH WILL BE ACCEPTED.**

If your application is disapproved, the fee will **NOT** be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify. Applications postmarked after the last date of filing will be returned to the applicant with his/her application fee.

RETURNED FEE POLICY:

Applicants whose personal checks are returned for insufficient funds will be notified by the City Treasurer's Office. A returned check fee of \$20.00 will be added to the returned check amount. The total amount must be paid in **CASH** or with a **MONEY ORDER** in the City of *Rome Treasurer's Office*, Rome City Hall, First Floor, Rome, NY 13440

APPLICATION FEE WAIVER:

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

The Eligible List resulting from this examination will be used to fill vacancies which may occur

TYPIST #D5213

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM

Candidates are permitted to use a slide rule or non-programmable battery-operated calculator for this exam

GENERAL STATEMENT OF DUTIES: This work involves responsibility to independently perform routine clerical duties or assisting in the performance of more difficult or responsible clerical work requiring full- time or substantial part-time operation of a typewriter and/or computer using word processing software. The incumbent does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work is performed under direct supervision with detailed instructions given for new or difficult assignments. The duties of a Typist are similar to those of a Clerk except that a Typist must have keyboard competency at a predetermined rate of speed.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Types forms, form letters, transcripts, invoices, vouchers, payrolls, schedules, reports, title searches, judgments, lis pendents, index cards, time cards, and similar materials using a typewriter and/or computer;
- Transcribes longhand copy;
- Files correspondence, memoranda, reports and other materials;
- Makes entries on cards, or bills, or in ledgers from original sources;
- Makes arithmetical computations of fees and taxes;
- Answers telephones, providing information to callers, taking messages, and making appointments;
- Collects money and accounts for monies receives;
- Addresses envelopes on a typewriter and/or computer;
- Operates adding machines, calculators, copiers, and FAX machines;
- Indexes materials and performs simple record keeping tasks;
- May relieve telephone switchboard operators;
- Processes department mail.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of office terminology, procedures and equipment;
- Working knowledge of business arithmetic and English;
- Ability to understand and follow oral and written instructions;
- Ability to write legibly;
- Skill in typing at a predetermined rate of speed on a typewriter and/or computer using word processing software;
- Computer literacy;
- Clerical aptitude;
- Good judgment, tact; courtesy and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or the possession of a high school equivalency diploma, including or supplemented by a course in typing or word processing on computers; OR
- (B) Graduation from high school or the possession of a high school equivalency diploma, and two years experience in a clerical position involving the operation of a typewriter or computer; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS FOR SCHOOL EMPLOYMENT:

Effective July 1, 2001, a fingerprint supported criminal history background check is mandatory for prospective employees of school districts, charter schools and BOCES. There is mandated by New York State and there is a required processing fee (of \$94.25) due prior to appointment.

SUBJECT OF EXAMINATION: (Test Plan #3)

Written test designed to test for knowledge, skills and/or abilities in such areas as:

- ***SPELLING:*** These questions test your ability to spell words.
- ***RECORD KEEPING:*** These questions evaluate your ability to perform common record keeping tasks. The test consists of two or more “sets” of questions; each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, averages and percents.
- ***CLERICAL OPERATIONS WITH LETTERS AND NUMBERS:*** These questions test your skills and abilities in clerical operations involving, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.
- ***PERFORMANCE TYPING TEST:*** A typing test will be scheduled on another date to all who have successfully passed the written examination.

This written examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

SPECIAL CREDIT for CHILDREN of FIREFIGHTERS and POLICE OFFICERS KILLED in the LINE of DUTY:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligibility list has been established.

APPLICATIONS:

Unless otherwise indicated on this announcement, the candidate will complete one “Application of Employment” form for each examination he/she wishes to take. ***NO COPIES WILL BE ACCEPTED.*** Applicants must answer every question on the application form, and make sure that the application is complete in all respects. ***INCOMPLETE APPLICATIONS MAY BE DISAPPROVED.*** All applications shall be filed with Rome Civil Service Office. This office reserves the right to reject all applications received after the last filing date.

ADDRESS CHANGE: It is the responsibility of the candidate to notify the Rome Civil Service Office, City Hall, Rome, NY 13440, *in writing*, of any change in name or address. Failure to notify this office of a change of address may result in disqualification for examination or appointment. No attempt will be made to locate candidates who have moved.

ADMISSION NOTICE: Approved candidates will be notified in writing when and where to appear for the examination. No one will be admitted to the examination without the official admittance form. If an applicant is disapproved, he/she will also be notified in writing.

IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE (3) DAYS BEFORE THE DATE OF THE EXAMINATION, NOTIFY THIS OFFICE IMMEDIATELY AT 315-339-7609

ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than two (2) weeks preceding the exam date. A determination will be made if you will be scheduled for an alternate test date

COLLEGE DEGREE / CREDITS: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this office for a list of acceptable companies providing this service; you must pay the required evaluation fee.

CROSSFILING: If you applied for any other Civil Service examinations to be given on the same test day for employment with New York State or any other local governmental jurisdiction excluding New York City, you must make arrangements to take all of the examinations at one site.

If you have applied for both **State** and **local** government examinations, you must make arrangements to take all your examinations at the State Examination Center by calling (518) 457-7022, no later than two weeks before the test date.

If you have applied for **other** local government examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

DISABLED PERSONS: Candidates who require special accommodations to take the test should indicate the need for special arrangements on their application, as well as verbally informing the Civil Service personnel of any special needs or accommodations that may be required to take the examination.

ELIGIBLE LISTS: Appointments from an Eligible List must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.

EMERGENCIES: If an emergency prevents you from appearing for the examination, please notify this office ***NO LATER THAN 10:00 a.m., on the Monday following the test date (Tuesday if Monday is a holiday),*** providing verifiable documentation of the reason.

WEATHER EMERGENCIES: In case of adverse weather conditions, any delay or cancellation of the examination will be available to you by calling the ***Rome Police Department at 339-7780***, between ***6:00 AM and 8:00 AM*** on the date of the examination.

MILITARY SERVICE MEMBERS: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact Rome Civil Service Office, Rome City Hall, Rome, NY 13440, for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination **up to ten days before the test date.**

Candidates who are ***called to military service after filing an application*** should send requests for an alternate test date to Rome Civil Service, City Hall, Rome, NY 13440, as soon as possible before the test date.

RELIGIOUS ACCOMMODATIONS: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under Religious Accommodation. We will make arrangements for you to take the test on a different date (usually the Monday following the Saturday exam date).

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an ***Application for Veteran's Credits*** with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Veteran's credits can only be added to a passing score on the examination. Applications for veteran's credits are available from this office.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit for examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the eligible list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

Application forms may be obtained at Rome Civil Service Office

***Rome Civil Service Office Rome City Hall Room 2B
198 North Washington Street Rome, NY 13440
(315) 339-7609 OR (315) 339-7662 Monday – Friday 8:30 AM to 4:30 PM www.rome-ny.gov***

Applications received or postmarked after the filing deadline will not be accepted. The applicant should make sure ***EVERY*** question on the application is answered, and that the application is complete in all respects. All statements made by candidates in their application are subject to verification.

Rome Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay. Applications which are delivered in person to the Rome Civil Service Office, Rome City Hall, Rome, NY 13440, will be accepted only between the hours of 8:30 AM and 4:30 PM / Monday through Friday. Candidates will be notified by mail of the acceptance or rejection of their application(s) after the filing date. A separate application must be submitted for each separately numbered examination for which the candidate wishes to apply.

FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, DISABILITY OR NATIONAL ORIGIN.

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